



BRP WS 10

Instructions and Supporting Materials

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word and Adobe Acrobat PDF. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word format must be downloaded separately. Users with Microsoft Word 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



BRP WS 10 Permit Fact Sheet

1. **What is the purpose of this certification?**

This certification protects the health and welfare of the public by insuring that facilities are surveyed for cross connection and backflow prevention devices are inspected by properly trained and knowledgeable professionals.

These permits consist of an approval to allow the applicants to perform test on backflow prevention devices or conduct cross connection survey on drinking water lines. Legislative authority for this permit is stated in M.G.L. Chapter 111 '160A. Regulatory authority for this permit is stated in 310 CMR 22.22 (13), Drinking Water Regulations.

2. **Who can apply for this certification?**

Any individual who passes a DEP approved written and practical examination for inspecting and testing backflow prevention devices or a DEP approved written examination for conducting cross connection surveys is eligible to apply for a certification.

3. **What are the requirements for certification or renewal?**

3.1. CERTIFICATION

- **Backflow Prevention Device Testers:** Applicants must show proof that they have passed the written and practical examination approved by the Department.
- **Cross Connection Surveyor:** Applicants must show proof that they have passed the cross connection surveyor examination approved by the Department.

3.2. CERTIFICATION RENEWAL

- **Backflow Prevention Device Testers:** Applicants must have completed at least 24 inspections/tests of backflow prevention devices and received at least three (3) training contact hours (TCH) in the past three years. Proof of inspections and TCH must accompany the application.



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3.2. CERTIFICATION RENEWAL (Continued)

- If the applicant has completed twelve (12), but less than twenty four (24) inspections in the past three (3) years, the applicant need only take the practical examination.
- If the applicant has completed less than twelve (12) inspections in the past three (3) years, the applicant must pass both the written and practical examination or attend a re-certification class.
- **Cross Connection Surveyor:** Applicants must show that, in the last three (3) years, they have received at least three (3) TCHs and conducted at least three (3) cross connection surveys in any of the following facilities: industrial, commercial or institutional.
 - If applying for a Combination Certification (Backflow Tester and Cross Connection Surveyor) applicants must satisfied all the requirements for renewal as a Backflow Tester and Cross Connection Surveyor, except for the TCHs requirements. Only proof of three (3) TCHs is required.
 - These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include **all** additional requirements.

4. What is the application fee for certification or certification renewal?

An application fee of \$55 must be submitted at the time of the application. ***THERE IS NO FEE EXEMPTION FOR THIS CERTIFICATION / CERTIFICATION RENEWAL (BRP WS10).***

5. Where should this application be submitted?

Submit: a) the completed application (BRP WS10) form, b) the completed **original copy** of the DEP Transmittal Form for Permit Application and Payment, c) any required supporting documentation for the type of certification that you are applying for to:

Department of Environmental Protection
Drinking Water Program
6th Floor, One Winter Street,
Boston, MA 02108
Attn.: Cross Connection Certification

6. Where should I send the fee payment for this application?

Submit the fee payment and **a copy** of the DEP Transmittal Form for Permit Application and Payment to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211

7. What are the timelines?

As of December 25, 1998, if DEP fails to complete review of an adequately prepared BRP WS10 application within 60 days of receipt of the application and payment of the application fee, the fee will be refunded. The timelines as specified in 310 CMR 4.00 are:

- a) Initial Review: 30 days,
- b) Applicant's Response to Deficiencies: 60 days,
- c) Technical Review: 30 days

Note: There is no public comment period or supplemental technical review for this certification.



BRP WS 10 Permit Fact Sheet

8. What is the annual compliance assurance fee?

There is no annual compliance assurance fee for BRP WS 10.

9. How long is the certification valid?

This permit is valid for three (3) years from the date of issuance.

10. How can I avoid the most common mistakes made in applying for this permit?

- a. Answer all questions on the application forms and indicate "not applicable" (n/a) where appropriate.
- b. Make sure that the application is submit to right location. **DO NOT** submit your application form (BRP WS10) with your payment.
- c. For certification renewal, ensure copies of supporting documentation are attached.

11. What are the regulations that apply to this permit?

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00, Section 22(13).
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

12. Where can I purchase copies of these regulations?

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
21 Elm Street
Springfield, MA 01103
413-784-1376

Most DEP permit application packages are

also available from DEP's web site at

<http://www.state.ma.us/dep>



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Drinking Water Program

BRP WS 10 Application Completeness Checklist

To submit a BRP WS10 Application, complete the steps outlined below:

1. ☐ A DEP Transmittal Form has been completed (Part C, Facility Information is not applicable for the WS10 permit application.) and is included in the application submittal.
- ☐ A BRP WS 10 Certification/Recertification Form (Pages 4 and 5 of this package) has been completed and is included in the application submittal.

<i>For Certification Renewal of Backflow Testers:</i>

- ☐ Copies of at least 24 inspection report forms and proof of at least three (3) training contact hours (TCH) received in the last 3 years are included in the application submittal.

<i>For Certification Renewal of Cross Connection Surveyors:</i>

- ☐ Copies of at least 3 cross connection survey forms or violation letters and proof of at least three (3) training contact hours (TCH) received in the last 3 years are included in the application submittal.
- ☐ The application elements identified above have been assembled and submitted to:
**Department of Environmental Protection
Drinking Water Program
One Winter Street, 6th Floor
Boston, MA 02108**
- ☐ A copy of the DEP Transmittal form and a fee payment of \$55 in check or money order made payable to Commonwealth of Massachusetts, has been submitted to:

**Department of Environmental Protection
P. O. Box 4062
Boston, MA 02211**



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Northford
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
Southampton
South Hadley
Southwick
Springfield
Stockbridge
Sunderland
Tolland

Tyringham
Wales
Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



Acton
Ashburnham
Ashby
Athol
Auburn
Ayer
Barre
Bellingham
Berlin
Blackstone
Bolton
Boxborough
Boylston
Brookfield

Charlton
Clinton
Douglas
Dudley
Dunstable
East Brookfield
Fitchburg
Gardner
Grafton
Groton
Harvard
Hardwick
Holden
Hopedale

Hopkinton
Hubbardston
Hudson
Holliston
Lancaster
Leicester
Leominster
Littleton
Lunenburg
Marlborough
Maynard
Medway
Mendon
Milford

Millbury
Millville
New Braintree
Northborough
Northbridge
North Brookfield
Oakham
Oxford
Paxton
Pepperell
Petersham
Phillipston
Princeton
Royalston

Rutland
Shirley
Shrewsbury
Southborough
Southbridge
Spencer
Sterling
Stow
Sturbridge
Sutton
Templeton
Townsend
Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



Abington
Acushnet
Attleboro
Avon
Barnstable
Berkley
Bourne
Brewster
Bridgewater
Brockton
Carver
Chatham
Chilmark

Dartmouth
Dennis
Dighton
Duxbury
Eastham
East Bridgewater
Easton
Edgartown
Fairhaven
Fall River
Falmouth
Foxborough
Franklin

Freetown
Gay Head
Gosnold
Halifax
Hanover
Hanson
Harwich
Kingston
Lakeville
Mansfield
Marion
Marshfield
Mashpee

Mattapoissett
Middleborough
Nantucket
New Bedford
North Attleborough
Norton
Norwell
Oak Bluffs
Orleans
Pembroke
Plainville
Plymouth
Plympton

Provincetown
Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
1 Winter Street
Boston, MA 02108
Phone: (617) 654-6500
Fax: (617) 556-1049
TDD: (617) 574-6868



Amesbury
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Arlington
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Bedford
Belmont
Beverly
Billerica
Boston
Boxford
Braintree
Brookline
Burlington
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Canton
Carlisle

Chelmsford
Chelsea
Cohasset
Concord
Danvers
Dedham
Dover
Dracut
Essex
Everett
Framingham
Georgetown
Gloucester
Groveland
Hamilton
Haverhill

Hingham
Holbrook
Hull
Ipswich
Lawrence
Lexington
Lincoln
Lowell
Lynn
Lynnfield
Malden
Manchester-By-The-Sea
Marblehead
Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Newbury
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
Westwood
Weymouth
Wilmington
Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Drinking Water Program

Transmittal Number #

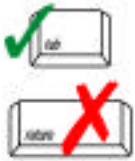
BRP WS 10

Certification or Certification Renewal as a Backflow Prevention Device
Tester or Cross Connection Surveyor

Facility ID (if known)

A. Applicant Information

Important:
When filling out
forms on the
computer, use
only the tab key
to move your
cursor - do not
use the return
key.



Last Name		First Name	
Street Address			
City/Town	State	Zip Code	
Home Phone		Work Phone	

Check only one:

- ☐ Backflow Prevention Device Tester ☐ Cross Connection Surveyor
- ☐ Combination Certification (Backflow Tester & Cross Connection Surveyor)

B. Certification/Certification Renewal (Check only one):

- ☐ **Certification (for those applying for the first time):** Provide the following information and attach a copy of documentation certifying that you passed a Department of Environmental Protection approved Backflow Tester or Cross Connection Surveyor examination:

- Backflow Tester:

Training Course Attended:	
Training Course Provided:	
Date Passed Examination:	

- Cross Connection Surveyor

Training Course Attended:	
Training Course Provided:	
Date Passed Examination:	

- If application is for a Combination Certification, information must be provided for both Backflow Tester and Cross Connection Surveyor categories.



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Certification or Certification Renewal as a Backflow Prevention Device
Tester or Cross Connection Surveyor

Facility ID (if known)

B. Certification/Certification Renewal (cont.)

☐ Certification Renewal (for those currently holding a valid cross connection Certification)

Current DEP Certification ID#

Expiration Date

The required supporting documentation for Certification Renewal:

- Backflow Tester Only: 24 Inspection & Maintenance Report Forms of tests conducted and proof of at least 3 training contact hours (TCH) received in the past 3 years.
- Cross Connection Surveyor Only: 3 cross connection survey report forms, or 3 violation notice letters showing the results of cross connection surveys, and 3 training contact hour (TCH) received in the past 3 years.
- Combination Certification: 24 Inspection & Maintenance report Form and 3 cross connection survey report form, or 3 violation notice letters; or 3 violation notice letters; and 3 training contact hour (TCH) received in the past 3 years.